

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
BOARD OF MANAGERS  
PUBLIC SESSION MEETING MINUTES  
MARCH 23, 2017**

**OPENING AND ATTENDANCE**

The Board of Managers meeting was held at the Veteran's Affairs office located in Dover, Delaware. Ms. Bhate called the meeting to order at approximately 10:03 a.m.

**BOM MEMBERS**

Lt. Frederick Calhoun III	NCCPD
Major Robert A. Hudson II	DSP
Marianne Kennedy	JP Court
Marian Bhate	ODS
Gregory Patterson	DOJ
Phil Winder	DOC
Chief William Bryson	Camden PD

**ALTERNATES**

Michelle Hoffman	
Leann Summa	Family Court

**STAFF**

Lynn Gedney	DELJIS
Peggy Bell	DELJIS
Kelly Knutkowski	DELJIS
Lisa Morris	DAG

**PUBLIC AND NON-VOTING PARTIES**

Isabella Kaplan  
Anthony Spiezio  
Capt. Benjamin Parsons

**I. REVIEW AND APPROVAL OF FEBRUARY MEETING MINUTES**

- BOM Public Session Minutes- A motion was made by Lt. Calhoun to amend the BOM Public Session Minutes for Case #20160760 to read as "to suspend access for one (1) year and reappear before the Board, so the Board can determine suitability for DELJIS access" and seconded by Major Hudson. All approved. Motion carried.
- BOM Executive Session Minutes
- Case # 20160775- A motion was made by Chief Bryson to approve the BOM February 2017 Executive Session Minutes for Case # 20160775 and seconded by Lt. Calhoun. All approved. Motion carried.
- Case # 20160747-A motion was made by Chief Bryson to approve the BOM February 2017 Executive Session Minutes for Case # 20160747 and seconded by Ms. Kennedy. All approved. Motion carried.
- Case # 20160760- A motion was made by Lt. Calhoun to approve the BOM February 2017 Executive Session Meeting Minutes to Case #20160760 as amended and seconded by Chief Bryson with discussion reflecting amendment. All approved. Motion carried.

## **II. NETWORK MANAGEMENT**

Ms. Bell stated that she met with Hitesh from DTI and they are going through how the CJIS system works and documenting the dynamic of menu options and how each program fetches data. As this project progresses, DTI will be working with funding and resource issues.

Ms. Bell reminded the attendees that the weekend of April 8<sup>th</sup> is tentatively scheduled for downtime. Mr. Spiezio confirmed that the downtime is scheduled for the weekend of April 8<sup>th</sup>. DTI is going to confirm everything after a meeting today, because Telecom is confident they have a work around in place. DTI is anticipating a short blip to internet access at around 6:00 p.m. Saturday night when it goes down and then when everything goes live on the new hardware at around 12:00 a.m. or 1:00 a.m. If agencies have a Cisco phone and don't have a backup process for the Cisco phone, those phones will not be operational.

Ms. Bell stated that E-ticket is the only true web-based DELJIS application and will be affected if the internet is unavailable during that time.

## **III. STRATEGIC ISSUES**

- DELJIS Modernization Plan- This item was discussed under Network Management.

## **IV. COMMITTEE REPORTS**

- Election of Officers-The slate of officers included Ms. Bhate as Chairperson, Lt. Calhoun as Vice Chairperson, and Ms. Kennedy as Secretary. Ms. Bhate asked the Board if there were any nominations from the floor. There were no nominations from the floor so nominations were lifted off the table.
- A motion was made by Ms. Kennedy to elect Ms. Bhate as the Chairperson and seconded by Lt. Calhoun. Seven approved and one abstention. Motion carried.
- A motion was made by Mr. Patterson to elect Lt. Calhoun as the Vice Chairperson and seconded by Ms. Bhate. Seven approved and one abstention. Motion carried.
- A motion was made by Lt. Calhoun to elect Ms. Kennedy as Secretary and seconded by Ms. Bhate. Seven approved and one abstention. Motion carried.

## **V. OLD BUSINESS**

- Automated Usage Statistics- Ms. Bell reviewed the automated usage statistics with the attendees. Ms. Bell contacted Wilmington PD to encourage their users to start using the new LEISS.

- Project Status Report- Ms. Bell reviewed the project status report with the attendees.
  - i. CAD Interface- This item will create an interface to and from the CAD system. The complaint data is automatically being sent to NCCPD without issues. Using CARS web service to get to E-Crash data for CAD. All CAD interface between NCCPD and DELJIS are working. DELJIS has created a table for local police and others to move only their data for the CAD RMS. Currently done for Rehoboth and Seaford Police. Access has been setup for North Core, Recom, Suscom, Kentcom, Seaford PD, Rehoboth PD, Newark PD, Dover PD, and University of Delaware PD. Delaware River & Bay added to get CAD data. E-ticket deletes have been added to the production web service. All web services are in production and this item is complete.
  - ii. CHIEF CCH view to CCH- This item will create a new view of CCH for FBI. The cost estimate and statement of work supplied to DSP. DELJIS working with DSP and vendor concerning this project. Conference call held with all parties to go over statement of work. Contract has been signed. Test RPC broker created to handle new web services to be built.
  - iii. Credit Card Processing- This item will add the ability to use the new chip card readers being bought by the Treasurer's Office for customers to insert their credit card when making payment on court cases. This is needed for PCI compliance. Will have to test using chrome until issues with internet Explorer are resolved. A number of new installs supplied but still having issues with wrapper service stopping. Working with Govolution to resolve.
  - iv. Data Exchange with Adjoining DOC- This item will develop an interface between Delaware to share arrest with adjoining states and pass data between Probation and Parole. Pennsylvania has signed the agreement. Participating states Maryland, Delaware, and Pennsylvania. Responded to spreadsheet of additional fields for interfacing with new portal that Delaware will send. Web service is now working for Maryland exchange. Need to address data elements in web service. Call to be set up next week with Maryland.
  - v. Disposition Updates- This item will update old dispositions where sentence information was put in the special provision field and put in the sentencing fields. We are working on entering dispositions into the sentencing fields.
  - vi. IVR E-payments-This item will be able to determine which e-payments come from IVR. CCP needs the collection reports to reflect what E-payments are coming from the IVR. Vendor to add indicator in web service when sending payments to CJIS. Reports changed to look for V indicator to separated IVR e-payments on reports. This item is scheduled to go live on 3/28.
  - vii. Law File Table Rewrite- NCHIP funding received for Law File Rewrite. Programming is in progress- table changes are being made to update the push of records to SQL.
  - viii. OSCCE Case Management-This item will create OSCCE receivables in CJIS. Automate OSSCE case creation when courts transfer/charge off their receivables to OSCCE, give OSCCE ability to take payments, etc. on their court cases and other court cases. The scheduled date to go live is April 1<sup>st</sup>. Conversion to be done March 30<sup>th</sup>.

- ix. Public Defender Broker Interfaces- This is a new item which will create CJIS broker interfaces. We will need to increase the size of the data area sent so data is not cut off and receive all charge information and add victim linked to the charge.
- x. Public Defender Work Sheet- This will add language to the PD work sheet. Language was added to the interview sheet, PD is working on adding to their side of the broker interface.
- xi. RAI form Rewrite- This will be a new RAI form. The RAI form is being changed to incorporate SMART recommendations. Waiting on new form.
- xii. Red Light Schedule- This item will add the number of slots to red light scheduling for JP Courts. We will need to limit the number of cases scheduled each day for red light appeals and programming is in progress. We are making changes to allow for multiple time slots per day. In house testing in progress.
- xiii. Superior Court Financials- This item will create receivables record money sentenced to in ASOP. We are working in conjunction with JIC to create receivables record when ASOP order is approved. Give Superior Account Receivable functions to take payments, make financial adjustments, return checks, charge back processing, etc. The go live date is scheduled for April 1<sup>st</sup>. Conversion to be done March 30<sup>th</sup>.

#### LEISS Modifications and Enhancements

- i. LEISS Enhancement/Rewrite- All LEISS changes are reported in separate in-house document at the User Group Meeting.
- ii. LEISS Tables- NCHIP funding received for Table and LEISS enhancements. New table and Crime Code table maintenance are now available on the web portal. Work beginning on law file maintenance.
- iii. LEISS Re-write-NIBRS Interface – Review and modify the NIBRS interface with LEISS tables have been combined for easier maintenance. Records processing program coding is in progress.

#### Questions/Comments

Ms. Bell stated that she will add body cameras and video phones to the work list. The Video Phone Project will eliminate faxing. Ms. Bhate said there was a discussion at the Videophone Committee that they are willing to pay costs for programming. Body cameras are in the very early review phase.

### **VI. NEW BUSINESS**

- There will be a new format for the Automated Usage Statistics Report which will decrease the number of pages of reports for future meetings.

### **VII. PUBLIC COMMENT**

There was no public comment.

### **VIII. ADJOURNMENT**

A motion was made by Lt. Calhoun to adjourn and seconded by Chief Bryson at approximately 10:35 a.m.